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## **Advertisement for the post of Program Executive**

**IIITD Innovation & Incubation Center is inviting applications from qualified Indian nationals for post of Program Executive (Incubation).**

**Job Title: Program Executive (Incubation)**

**Compensation:** In the range of INR 3-4.2 Lakh annual CTC, depending on experience.

**Tenure:** Full time position with 2-Year service contract with 6-months' probation. The position can be extendable on performance.

**Age:** Less than 30 years

**Qualification:** Graduate preferable a B Tech/BBA

**Experience:** At least 1.5 years of experience in any Govt funded incubation center

**Key responsibilities:**

**Incubation Operations:**

- Coordinate with start-ups in the incubator to understand their needs, address their issues, and ensure smooth functioning of the Incubation Center.
- Organize and oversee mentorship sessions for start-ups.
- Plan and initiate calls for funding support for start-ups under different schemes.
- Organize various activities for students and incubated start-ups.
- Perform any other tasks assigned by the COO/CEO

**General Information:**

1. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Company / Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
2. Shortlisted candidates will be informed for written test/ interviews through registered e-mail only.
3. Company reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
4. Company reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.

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6. Qualifications/experience, age may be relaxed for exceptional candidates.
  7. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
  8. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.

**Interested candidates may apply using the following link:**

**<https://forms.gle/3Xv1xVxfgaqCWx2k9>**